



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, JUNE 25, 2014  
12:00 PM  
CDC-HACoLA HEADQUARTERS  
700 W. MAIN STREET  
ALHAMBRA, CA 91801  
(626) 586-1501**

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**1. Call to Order**

**2. Roll Call**

**Alma Cibrian Reza, Chair**  
**James Brooks, Vice Chair**  
**Michelle-Lynn Gallego**  
**Zella Knight**  
**Val Lerch**  
**Margaret Mott**  
**Henry Porter Jr.**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of May 21, 2014.

**4. Report of the Executive Director**

**5. Presentation**

- NAHRO FSS Graduate of the Year, Kameshi Taylor
- HERO Award Winner, Guenter Keunecke

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

**We Build Better<sup>1</sup> Lives  
& Better Neighborhoods**



## **Regular Agenda**

### **7. Approve Amendment Janitorial Services Contract (All Districts)**

Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the contract with Lee's Maintenance Service, Inc., to increase the annual amount by \$207,170 per year, to a total of \$307,170, for janitorial services at 16 housing developments and the South Scattered Sites Management Office; recommend that the Board of Commissions authorize the Executive Director or his designee to extend the term for up to two additional years, in one year increments, with an annual compensation of \$307,170 plus cost of living increases not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be requested through the Housing Authority's annual budget approval process; recommend that the Board of Commissions authorize the Executive Director or his designee to further amend the contract with Lee's Maintenance Service to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs, and if necessary, to terminate the contract; recommend that the Board of Commissions find that approval of an amendment to the Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.

### **8. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at [roberta.lear@lacdc.org](mailto:roberta.lear@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, May 21, 2014.

The meeting was convened at Foothill Villa, 2423 Foothill Blvd., La Crescenta, CA 91214.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair, Cibrian Reza, at 12:05 p.m.

<b><u>ROLL CALL</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Alma Cibrian Reza, Chair	X	
James Brooks, Vice Chair	X	
Michelle-Lynn Gallego	X	
Zella Knight		X
Val Lerch	X	
Margaret Mott	X	
Henry Porter		X

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing  
Matt Fortini, Director, Administrative Services

**GUESTS PRESENT:**

None.

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Chair Cibrian Reza, approved by Commissioner Brooks, seconded by Commissioner Gallego, the Minutes of the Regular Meeting of April 23, 2014 were approved. Commissioner Cibrian Reza abstained.

#### **Agenda Item No. 4 – Report of the Executive Director**

Housing Management Director, Maria Badrakhan reported the following:

Ms. Badrakhan welcomed everyone to the Foothill Villa housing development. She introduced Arlene Black, Manager.

Ms. Black reviewed details of the housing development which includes 62 units of Public Housing for seniors and disabled residents. The site contains a community garden and recently held Council elections. Ms. Ruth Henderson and Ms. Joan Dunn were elected Treasurer and Secretary and Ms. Margie Walker was elected Vice President. The position of president remains unfilled.

Ms. Black introduced staff: Luda George, Property Manager, Rocio Morones, Resident Manager, Melvin Batrez-Chavez and Daniel Lopez, Maintenance.

Ms. Black reviewed recent upgrades to the property including kitchen and bathroom improvements of counter tops, cabinets, flooring, basins, sinks, and ADA upgrades.

Ms. Black commented on a recent community safety meeting which was held on-site. In the last eighteen months there were only four documented incidents including petty theft and vandalism. Officer Wade and Tucker were present.

Ms. Black offered a tour of the property after adjournment of the Housing Commission meeting.

Ms. Maria Badrakhan announced that the Annual Plan was approved.

Ms. Badrakhan also shared good news that 2.5M Prop 84 storm drain funds would be used at the Maravilla site beginning July 1, 2014. \$2,500 from the 4<sup>th</sup> District would be used for annual events and we're moving forward in the process for a \$51,000 competitive funding grant.

Ms. Badrakhan noted that on July 16, 2014, Mr. Jimmy Ng, Program Coordinator, will make a presentation to the Productivity Investment Board on the Aquaponics and Vertical Towers Food Production System at the Growing Experience. If the \$51,000 grant is received, it will produce 13K pounds of green veggies.

NOFA Continuum of Care (CoC) grant \$12M for disabled, homeless families.

HACoLA (Housing Authority of the County of Los Angeles) collaboration with HACLA (Housing Authority of the City of Los Angeles) for VASH program.

May 5, 2014 the Board of Supervisors adopted an ordinance to rezone the Chavez building. Thanks to Commissioner Cibrian Reza for KIPP school.

Ms. Badrakhan reminded the Commissioners of the upcoming Leadership Conference on May 28, 2014. Four Commissioners have confirmed attendance.

### **Agenda Item No. 5 - Presentation**

None.

### **Agenda Item No. 6 - Public Comments**

Ms. Marge Walker: Vents are closed off and it's too hot in summer.  
Staff will look into it.

Ruth Henderson: When will ADA upgrades be complete?  
Maria Badrakhan will follow-up in one week.

Rosie Cruz: Termites exist on window sills.  
Maria Badrakhan suggested tenting building. Staff will follow-up.

### **Regular Agenda**

**On Motion by Commissioner Cibrian Reza seconded by Commissioner Lerch and unanimously carried, the following was approved by the Housing Commission:**

#### **APPROVE LANDSCAPING SERVICES (ALL DISTRICTS)**

#### **AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that approval of the Landscape Services Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director, or his designee, to execute, amend and, if necessary, terminate a one-year Landscape Service contract (Contract) with Conejo Crest Landscape, Inc., using up to \$800,000 in program funds included in the Housing Authority's Fiscal Year 2014-2015 budget, to be effective following approval as to form by County Counsel and execution by all parties.
3. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$800,000 using funds to be requested through the Housing Authority's annual budget approval process.

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.

**Agenda Item No. 8 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Cibrian Reza thanked the public for attending and noted that it was nice to put a face to those individuals involved with the Resident Council with leadership roles in the community.

Commissioner Gallego noted that it was nice to travel to some of the Public Housing sites and to see everyone present. She also noted how clean the facility was.


Commissioner Lerch said it was nice to see the involvement of the residents that stay actively involved. He also noted how clean the building was.

Commissioner Brooks noted that he was looking forward to touring the building and it was nice to see all of the residents. He congratulated all of the new Resident Council officers.

Commissioner Mott abstained.

On Motion by Commissioner Cibrian Reza, seconded by Commissioner Brooks, the Regular Meeting of May 21, 2014 was adjourned at 12:28 p.m.

Respectfully submitted,

  
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SEAN ROGAN  
Executive Director  
Secretary–Treasurer

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

June 25, 2014

TO: Housing Commissioners  
FROM: Margarita Lares, Director  
Assisted Housing Division

RE: **FSS PROGRAM UPDATE – MAY 2014**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	593	As of May 1, 2014
<b>NEW ENROLLMENTS</b>	10	FSS Participants Enrolled
<b>CONTRACTS EXPIRED</b>	7	FSS Contracts Expired
<b>DIRECT ASSISTANCE REFERRALS</b>	194 140 396 53 38 12 3 1 2 260 0	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts (IDA) Transportation Assistance Health & Food Services Other Social Services Youth Services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1	Co-hosted with the HACOLA's Public Housing FSS program and HACLA's FSS program "The ABC's of FSS" Asset Building Conference at Nueva Maravilla Public Housing site.
<b>GRADUATIONS</b>	2	Graduations with an effective date of May 31 <sup>st</sup> .
<b>Pending Graduations</b>	2	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:dt

Attachment

## **FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS**

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated with an effective date for the reported month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.





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*Commissioners*

**Sean Rogan**  
*Executive Director*

June 25, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**AMENDMENT TO JANITORIAL SERVICES CONTRACT  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of an amendment to the Housing Authority's existing contract with Lee's Maintenance Service, Inc., to increase the annual amount by \$207,170 per year, to a total of \$307,170, for janitorial services at 16 housing developments and the South Scattered Sites Management Office.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissions authorize the Executive Director or his designee to amend the contract with Lee's Maintenance Service, Inc., to increase the annual amount by \$207,170 per year, to a total of \$307,170, for janitorial services at 16 housing developments and the South Scattered Sites Management Office.
2. Recommend that the Board of Commissions authorize the Executive Director or his designee to extend the term for up to two additional years, in one year increments, with an annual compensation of \$307,170 plus cost of living increases not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be requested through the Housing Authority's annual budget approval process.
3. Recommend that the Board of Commissions authorize the Executive Director or his designee to further amend the contract with Lee's Maintenance Service to add or delete sites, modify the scope of work,

and increase the annual compensation by up to 10% as needed for unforeseen costs, and if necessary, to terminate the contract.

4. Recommend that the Board of Commissions find that approval of an amendment to the Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On April 8, 2014, the Board awarded a contract to Diamond Contract Services, Inc. (Diamond), for janitorial services in the common areas of 16 housing developments and the South Scattered Sites Management office. On June 6, 2014, the Housing Authority was notified by Diamond that it would be unable to continue to provide the contracted services due to the increase in its workers compensation insurance and its inability to pay the premium. Pursuant to the Housing Authority's contract, failure to obtain insurance as outlined in Section 10, Insurances, constitutes a material breach of contract.

Diamond notified the Housing Authority of its intent to assign all contract obligations to another janitorial company. However, due to time constraints, the Housing Authority is unable to perform its due diligence in researching the assignment to the proposed assignee. After consultation with County Counsel, the Housing Authority provided Diamond with written notification on June 6, 2014 of our intent to terminate the contract for default for violation of contract provisions including, but not limited to a) Work, b) Term of Contract, c) General Provisions for all Insurance Coverage, and d) Insurance Coverage.

In order to minimize disruption of services to our housing developments, the Housing Authority executed a contract with Lee's Maintenance Service, Inc. on June 9, 2014, in the amount of \$100,000 (the Executive Director's maximum delegated contract authority). Lee's Maintenance Service, Inc. was the next highest ranked proposer in the original Request for Proposal (RFP) process conducted in November 2013.

This letter requests authority to increase the amount of the contract with Lee's Maintenance Service, Inc. to \$307,170, which represents the cost negotiated by the Housing Authority and Lee's Maintenance Service, Inc. to provide a full year of services. The prior contract with Diamond was for \$280,000 per year.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The additional \$207,170 for the remainder of the first year of the contract is comprised of Conventional Public Housing Program funds, and Kings Road and Lancaster Homes Operating funds included in the Housing Authority's approved Fiscal Year 2014-2015 budget.

If extended, the cost of the second and third years of the contract will remain at the same annual amount of \$307,170 plus annual CPI increases, using funds to be requested through the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$30,710 per year, is also being set aside for any unforeseen needed janitorial services, using the same source of funds described above.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract provides for basic janitorial services such as sweeping, vacuuming, dusting and other cleaning services in all common areas, including community kitchens, rooms and restrooms, conference rooms, classrooms, computer and other training rooms, offices, elevators, lobbies, hallways and laundry rooms.

The following housing developments are included in the contract: Nueva Maravilla, Francisquito Villa, Herbert Apartments, South Bay Gardens, Kings Road, Palm Apartments, Westknoll Apartments, Carmelitos, Harbor Hills, Marina Manor I and II, Whittier Manor, Sundance Vista, Lancaster Homes, Orchard Arms, Foothill Villa, and the South Scattered Sites Management Office.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Lee's Maintenance Service, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Housing Authority has determined that Lee's Maintenance Service, Inc. has met the requirements of the Living Wage Program and agrees to pay living wage hourly rates to full-time employees while providing services under the contract.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of

CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On November 1, 2013, a Request for Proposal (RFP) process was initiated to identify contractors to provide janitorial services for the Housing Authority. Notices were emailed to 158 vendors from the Housing Authority vendor list. An announcement was also posted on the County's WebVen and Housing Authority websites.

A Pre-Proposal Conference was held at the Housing Authority on November 12, 2013. A total of 16 contractors participated in the Pre-Proposal Conference. On December 5, 2013, five proposals were received. Three vendors were found to be non-responsive and were disqualified.

During the period of December 6 through December 31, 2013, a panel consisting of Housing Authority and Community Development Commission staff evaluated the proposals and ranked each firm independently. Diamond Contract Services was determined to be the highest ranked and most qualified vendor based on the criteria stated in the RFP, and was awarded a contract by the Board on April 8, 2014. Due to Diamond's breach of contract as described above, the Housing Authority awarded a contract to the next highest ranked proposer, Lee's Maintenance Service, Inc., on June 9, 2014.

### **IMPACT ON CURRENT PROJECT**

The proposed contract amendment will provide needed janitorial services for locations owned by the Housing Authority and continue to provide residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,



SEAN ROGAN  
Executive Director

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities

#### Janitorial Services

On November 1, 2013, the following outreach was initiated to identify Janitorial Service contractors to provide necessary janitorial services for the Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen and Housing Authority websites.

B. Distribution of Notices

The Housing Authority's vendor list was used to mail out the Request for Proposals (RFP) notices to 158 janitorial service contractors, of which 115 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, five proposals were received.

C. Proposal Results

On December 5, 2013, five proposals were received. Three proposals were found to be non-responsive and were disqualified. The two proposals that met the minimum requirements were forwarded to the three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, Section 3, Living Wage Program and costs. The final evaluation results are as follows:

	<u>Score</u>
Diamond Contract Services, Inc.	742
Lee's Maintenance Services, Inc.	635

Diamond Contract Services was determined to be the highest ranked and most qualified vendor based on the criteria stated in the RFP, and was awarded a contract by the Board on April 8, 2014. Due to Diamond's breach of contract, the Housing Authority awarded a contract to the next highest ranked proposer, Lee's Maintenance Service, Inc., on June 9, 2014.

D. Minority/Women Participation

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Diamond Contract Services, Inc.	Non-Minority	Total 1,021 486 Minorities 508 Women 48% Minorities 50% Women
Lee's Maintenance Services, Inc.	Minority	Total: 173 95 Minorities 75 Women 55% Minorities 43% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.